

# LATENT PRINT ANALYST II

## DEPARTMENTAL PROMOTIONAL

### SPOT – SACRAMENTO



State of California  
DEPARTMENT OF  
JUSTICE  
P.O. BOX 944255  
Sacramento, CA 94244-  
2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IN INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

#### FINAL FILING DATE

**JUNE 2, 2006** - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

#### WHO SHOULD APPLY

Applicants who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the new department.

#### HOW TO APPLY

Applications (Form Std 678) may be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov). Applications **MUST** be mailed to or filed in person with:

##### Mailing Address:

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

##### File in Person:

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

#### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### QUALIFICATIONS APPRAISAL INTERVIEW

If conditions do not warrant an evaluation of each of the candidate's Experience and Education, it is anticipated that Qualifications Appraisal Interviews will be held in **August/September 2006**.

#### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

#### SALARY RANGE

\$4558 - \$5495 \* **Not subject to Social Security. State Safety Retirement 2.5% at age 55.**

#### ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Positions exist in Sacramento only with the Department of Justice.

**All applicants must meet the education and/or experience requirements for this examination by the final filing date.** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

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MINIMUM QUALIFICATIONS

Either I

**Experience:** One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst I.

Or II

**Experience:** Four years of experience performing the technical phases of criminal identification work in a governmental law enforcement agency, including one year in latent print analysis involving experience in field investigation or automated fingerprint information systems and court testimony. (Experience in the California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst I.)

And

**Education:** Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS IN  
MINIMUM QUALIFICATIONS

Latent Print Analyst is defined as experience in comparison of latent prints with inked and/or NIST imaged prints, experience in crime scene processing for latent prints, all phases of physical evidence processing, and expert testimony to the results of latent print examinations in a court of law.

THE POSITION

The Latent Print Analyst II may be assigned to either the BFS Latent Print Program or BCII Automated Latent Print Section. This is the full journey level in the series. Incumbents independently perform difficult latent print analyses in the field and/or in the office involving the development, evaluation, comparison, and identification of latent prints from objects of evidence, structures, or other materials. Typical duties include assisting local law enforcement officers in the investigation of crime scenes and the gathering of a variety of latent print evidence, making impressions of latent prints, including taking fingerprints from unknown deceased persons; performing difficult fingerprint identifications; conducting cold searches against an automated database search; preparing investigative reports and correspondence; preparing court exhibits; testifying in court as a latent print expert; and training local law enforcement officers/personnel in latent print analysis techniques. Incumbents may also assist in the training of Latent Print Analysts I.

EXAMINATION  
INFORMATION

If conditions do not warrant an evaluation of each of the candidate's Experience and Education, the examination will consist of a Qualifications Appraisal Interview. The interview will include a number of job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. The science of fingerprints including the history of, and prenatal development of, friction ridge skin.
2. Automated fingerprint systems.
3. Basic workings of the criminal justice systems.
4. Techniques of evidence gathering and handling.

**ABILITY TO:**

1. Make difficult fingerprint identifications.
2. Work effectively in a field environment.
3. Develop and maintain cooperative working relationships with representatives of local law enforcement agencies.
4. Prepare correspondence, reports, and exhibits for use in court.
5. Testify in court effectively.
6. Utilize a personal computer and fingerprint workstation in the course of latent print analysis.
7. Learn sophisticated methods of latent print analysis.

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EDUCATION AND  
EXPERIENCE EVALUATION

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If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven year limited printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

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VETERANS PREFERENCE  
CREDITS

**Veterans' preference credits** will not be granted in this examination.

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CAREER CREDITS

**Career Credits** will not be granted in this examination.

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## **GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)), State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT  
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SACRAMENTO, CA 94244-2550  
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